ITDS Department's PAC Policy Statement:
Target Criteria for the Annual Merit Evaluation
[APRIL 2005 version, updated December 2008]

PART I. GLOBAL STATEMENT OF PHILOSOPHY.

As a representative of the faculty, it is PAC's responsibility each year to evaluate the three-year records of all ITDS tenure-track faculty.   The purpose of this document is to provide greater consistency over time for the annual merit evaluation process.

Every faculty member should read carefully and understand the University's policy on merit evaluation, as set forth in the Faculty Handbook. The same holds true for the College of Business Administration's (COBA) policy on this subject.   The faculty has prepared this document with an eye toward facilitating the promotion and tenure process. Therefore faculty may also want to read the University and COBA policies on this subject, as well as the Department's PAT policy statement.

What follows in this document constitutes target criteria, that is, the performance threshold a faculty member must achieve for PAC to consider serious recognition for merit. Do not assume that meeting the threshold requirements automatically guarantees full merit recognition.   Moreover, all activity lists which follow are meant to be representative, not inclusive.

PAC depends on accurate and complete documentation for carrying out its work. It is important that each faculty member provides to PAC as complete a documentary record as possible for the merit evaluation process. PAC will not admit as evidence verbal testimony and/or hearsay. Likewise, the mere citing of the availability of evidence in the ITDS office files does not constitute submission of full documentation to PAC. It is not PAC's responsibility to search department records for evidence which the faculty member is to supply.

Any donation or grant received from a non-UNT source by a faculty member acting (as shown by the donation letter) as the agent of UNT or any of its subunits, such as ITDS, PDI, or C-DIT, should appear on the 3-year activity sheet. However, if the donation letter shows that the granting entity considers the faculty member to be a private person, i.e., not acting as an agent of UNT or any of its subunits, that transaction is a private matter and it must not appear on the activity sheet.

PAC will evaluate all faculty holding appointments within the department. Faculty who have not served with the ITDS Department for three consecutive years will submit for PAC evaluation whatever evidence they can to substantiate activity at other institutions.

Untenured faculty (including Lecturers) will normally receive the department average evaluation during their first two PAC evaluation periods. The exception will be if a faculty member elects to be evaluated on a pro-rata basis. In order to encourage untenured faculty to focus their efforts on teaching and research activities, all untenured, tenure-track faculty will use a reduced set of 'service activities.'

Each PAC committee member will classify each faculty member into one of four categories (Excellent, Very Good, Good, and Unsatisfactory) for each of the areas of Teaching, Research/Professional, and Service. Faculty members receive the classification determined by the consensus of PAC.

PART II. PERFORMANCE EVALUATION IN THE TEACHING CATEGORY.

The following list of teaching activities is not meant to be inclusive, but rather to give a sense of scope to the wide range of activities PAC considers under this category. In evaluating performance as a teacher, PAC gives more weight to the following activities: student-sponsored teacher evaluations, new course development/major revision or innovation, teaching grants or donations received, teaching awards and/or commendations, chairing a dissertation committee, and extra-large class size.

PAC will evaluate any faculty member having a reduced teaching load (for any reason) on the basis of how well she or he performed with the course(s) taught, in addition to other possible teaching responsibilities (e.g.., dissertation committee work) they might have.

1. Student-Sponsored Teacher Evaluations.
    The written student comments can have some positive or negative impact on the evaluations. A faculty member may accompany his or her evaluation data with a written explanation or rebuttal, if desired.

2. New Course Development; Major Revision or Innovation.
    "New" is subject matter not previously taught at a given level within the curriculum. "Major" is significant alteration to the content of more than a third of a given course, measured by the number of class hours involved.

3. Membership on Dissertation Committees.
    Faculty are encouraged to serve on dissertation committees.

4. Teaching Grants or Donations Applied For or Received.
    The faculty will give more weight to grants/donations received than to those simply applied for. The faculty will consider grants/donations of these types: monetary, hardware, software, and/or teaching supplies. Document with copies of award or rejection letters, or first page of grant/donation proposal (Clearly indicate on this page expected date of response).

5. Independent Study Courses.
    These courses such as those number 4900, 5900, 5910, 6900, and 6910. Documentation is accomplished with a copy of the independent study "contract" or "work proposal" between the faculty member and each student or the enrollment list.

6. Quality of Syllabus.
    Each course syllabus must include: office hours and other contact data; a list of required texts; a comprehensive list of topics, assignments, and due dates ordered by week; a clear explanation of grading policies; a clear statement of

the extra work required of any graduate student taking a 4000-level course for graduate credit, or a 5000-level class for doctoral credit; and administrative policies. Document with copies of syllabi.

7.   Teaching Awards and/or Commendations.
These must be granted during the three-year review period and must originate outside the department. Document with a copy of the award or commendation letter. Examples include:

      a.   President's Council University Teaching Award
      b.   'Fessor Graham Award
      c.   Shelton Excellence in Teaching Award

A faculty member receiving either of the two following awards must indicate to PAC that they want the award to count under the teaching or the scholarly/creative category:

      d.   UNT Regent's Professor
      e.   Toulouse Scholar

8.   Minor Course Development or Innovation.
The faculty defines "minor" as impacting less than one-third of a course, measured by the number of class hours involved. Merely changing one or more textbooks or revising a lecture(s) without altering support materials does not meet this criterion.

9.   Chairing or Serving on a Dissertation Committee.
After the first year of working with a given student, the faculty member must demonstrate clear signs of student progress to receive continued credit (e.g., successful defense of a dissertation proposal, new chapters completed). Document with list of dissertation activity by student, with milestone dates.

10.   Number of New Course Preparations.
The faculty defines "new" with respect to the given faculty member not having taught the course in the past three years.

11.   Number of Excess Course Sections Taught.
The number of sections must be in excess of a faculty member's normal load (as defined by the faculty workload report) for at least 2 semesters during the review period.

12.   Course Grading Process.
The faculty member must provide in-depth and meaningful feedback to students in a timely manner (i.e, in time to allow impact on the students' performance on the next assignment). Document with copies of graded exams or assignments, feedback forms, etc. returned to students. The faculty assumes that timeliness exists unless contradicted by the student evaluations.

13. Extra-large Class Size.
To qualify, the faculty member must teach more than once during the review period one or more classes having extra-large enrollments: The faculty member must teach this load without having a course release for the specific purpose of teaching a large section(s).

14. Publication of a Major Textbook.
To qualify, the text must be adopted by at least two additional four-year instutitions.

15. Publication of Journal Article Related to Instruction
To qualify the journal article must be related to instructional effectiveness and/or innovation. A journal article used for the instructional category may not be used again in the Scholarly, Creative and Professional Activities Category.

16. Presentation/Published Proceedings on Instructional Effectiveness
To qualify the presentation/proceedings must be at a conference of a major professional organization related to the faculty member's discipline. A presentation/proceedings used in the instructional category may not be used again in the Scholarly, Creative and Professional Activities Category.

PART III.   PERFORMANCE EVALUATION IN THE SCHOLARLY, CREATIVE AND PROFESSIONAL ACTIVITIES CATEGORY.

Given the missions of the Department, College, and University, the faculty considers research and publication activities of primary importance in this category. The faculty considers all other activities in this category part of a faculty member's continuing process of establishing and maintaining professional credentials. Specifically, PAC gives more weight to the following activities: major scholarly works and research grants or donations received.

Each faculty member should target his/her publications for journals that are clearly recognized as being in the mainstream of the MIS or MSCI disciplines. It is the desire of the faculty that sole or multiple authorship of any scholarly work appear in publications classified as A or B.

"Research" is defined as activity typically leading to publication in an academic journal: the activity must contribute to the theoretical knowledge of the field or enhance the methodological approaches used in the field. Consulting of any sort is not a service activity. However, faculty will count publications stemming from consulting as research activity. As per UNT and COBA policies, dissertation committee service of any kind does not count as a research activity. Faculty will consider a new edition of a prior work to be a new publication only if the author(s) provide clear, unambiguous evidence of major revision.

The following list of scholarly, creative, and professional activities is not meant to be inclusive, but rather to give a sense of scope to the wide range of activities PAC considers under this category.

Scholarly, Creative, and Professional Activities.

1. Major Scholarly Works.
    a. Journals
        See Part X below for detailed discussion.

    b. Scholarly Books
        A "scholarly book" is a work having an assigned ISBN (International Standard Book Number) and specifically written to make an original contribution to, or enhancement of, knowledge in the field; the intended audience is academic peers.

    c. Paper Presentations and Published Proceedings
        Proceedings will be evaluated on the basis of their prominence of publication (international, national, regional, local). The faculty also distinguishes between conferences specific to the faculty member's field and those allied with it. An abstract counts as a proceeding only if the editorial policy of the organization publishing the proceedings volume limits contributions to abstracts. Any other aggregation of papers (e.g., in an official conference binder) is not a proceeding. The faculty counts all conference proceedings from their year of publication.

2. Research Grants or Donations Applied For or Received

    Factors influencing the amount of weight the faculty gives to this category may include: the total number of grants/donations applied for by a faculty member, the acceptance rate, the competitive nature of each grant/donation process, and the dollar value of the grant/donation. Faculty will consider grants/donations of these types: monetary, hardware, and software. A given grant/donation can apply to more than one category (e.g., teaching and research).

3. Minor Scholarly Works.

    a. Textbooks.
        The faculty defines a "textbook" as a work having an assigned ISBN (International Standard Book Number) and specifically written to support classroom or practitioner activity. Casebooks, Workbooks, Instructor's Guides, and other supplementary material are not textbooks (even though some may have ISBNs). These works may not be counted in more than one evaluation category.

b.   Casebooks, Workbooks, Instructor Manuals, Class Notes, or Other Supplementary Instructional Materials. These works may not be counted in more than one evaluation category.

c.   Reprints or Other Non-Original Work.

4.   Editorial Activities (e.g., reviewer; special issue guest-editor; journal, proceedings, or book editor)

5.   Serving as a Conference Track or Session Chair or a Workshop/Seminar Leader.

To count under this category, a professional organization, society, or group must sponsor the workshop or seminar; the faculty member must be uncompensated beyond travel, room and board, presentation materials/equipment rental, and registration expenses. Document with a copy of your contribution as shown in the official program.

6.   Work-In-Progress.

The faculty defines "work-in-progress" as any scholastic activity of a research nature which has not yet generated a publication describing its final results and conclusions. The faculty does not give any credit for PAC evaluation purposes to work in progress.

7.   Non-Paper or Special Presentations (e.g., panel membership; plenary address; reactant; discussant; commentator; poster session participant).

8.   Other Professional Activity (for which no specific criterion exists; e.g., conference chair, conference placement director, conference vendor/exhibit relations).

9.   Professional Certifications, Degrees, Awards.

Must be granted during the three-year review period. Document with a copy of the award or commendation letter. Examples include:

a.   PDI Business Administration Fellowship
b.   UNT Regents' Faculty Lecturer
c.   UNT Distinguished Research Professor

A faculty member receiving either of the two following awards must indicate to PAC that they want the award to count under the teaching or the scholarly/creative category:

d.   UNT Regent's Professor
e.   Toulouse Scholar

PART IV.   PERFORMANCE EVALUATION IN THE SERVICE CATEGORY.

Faculty members are generally expected to perform some minimal amount of yearly service. On the other hand, because of the preeminent importance of teaching and creative activity, a faculty member cannot distinguish him or herself solely in this category. For all tenure-track faculty, the faculty counts, for service, an administrative task either per semester or per year when performed at a given administrative level (i.e., departmental, college, university). All service activities are not equal in weight; the faculty distinguishes between them based on their impact upon the administrative unit involved. The level of sheer effort employed by the faculty member is not a decisive criterion, given the greater importance of the teaching and research missions at this university.

The faculty suggests the following guideline for anyone confused about where to record some forms of activity: if the activity clearly adds to your professional reputation (i.e., you would put it in your vita or resume), record it as a professional activity; otherwise record it as a service activity. Thus, for example, the faculty recommends entering any professional certifications, degrees, or awards as professional activities, not as service. Class-1 activity may substitute for 2 class 2 activities, but the converse may not apply.

The following list contains examples only; the faculty will update it as needed.

Section A.   Departmental Service

     1.   Committees and Offices.

          a.   Fully Elected Standing Committees.
               Personnel Affairs Committee (PAC)
               Executive Committee
               Ph.D. Exam Pool Grading Committee

          b.   Elected Positions within a Committee.
               Faculty Meeting Secretary
               Curriculum Committee
               Scholarship Committee

          c.   Departmental Committee Service.
               Promotion and Tenure Committee (PAT)
               Full Graduate Faculty Committee

          d.   Elected or Appointed Ad Hoc Committees or Positions.

     2.   Other Departmental Service

          a.   CISO Advisor
          b.   ITDS Department Newsletter Editor
          c.   Working Papers Editor
          d.   Course Scheduling
          e.   ITDS Award Banquet Preparations
          f.   Alumni Relations (e.g., Phonathon)

g.   ITDS Advisory Board Sub-Committees
h.   Ph.D. Student Exam Committee
i.   Chairing a Departmental Committee
j.   ITDS faculty serving as Directors of COB or UNT centers.

The focus of attention here is on service contributions to the department made by these individuals in their administrative roles. Examples of such contributions are: student job fair, research grants made by the center to one of more ITDS faculty (with competitive grants receiving more credit), financial or other center support for ITDS doctoral students, ITDS faculty publications stemming directly from center-initiated activities, assistance to faculty in grant preparation and/or administration, center-acquired donations of hardware, software, or other support materials or services to assist faculty teaching or research, development and maintenance of a center research library for use by faculty and doctoral students, and financial support for faculty or doctoral students to attend center functions, professional meetings, etc. Document as ITDS faculty serving COB or UNT centers in administrative capacities other than director.

3.   Area Coordinators or Advisors.
    a.   Ph.D. Advisor
    b.   MBA Advisor
    c.   Undergraduate (Bachelors) Advisor
    d.   DSCI 2710 Coordinator
    e.   DSCI 3710 Coordinator
    f.   BCIS 2610 Coordinator
    g.   BCIS 3610 Coordinator

Section B.   College of Business Administration Service

1.   Standing Committees
    a.   Ph.D. Policy Committee
    b.   Masters Policy Committee
    c.   Bachelors Policy Committee
    d.   COB PAT Committee
    e.   COB PAC Committee

2.   Ad Hoc Committees.
    a.   College Appeals Committee
    b.   Departmental Chair Search Committee
    c.   Charter & By Laws Revision Committee

3.   Other COBA Service.
    a.   Chair of a standing COB committee
    b.   Attendance at COB Faculty Meetings
    c.   Chair of an ad hoc COB Committee
    d.   Member of a another committee

Section C.   University Service

    1.   Standing Committees.
        a.   Faculty Senate, including all of its standing or ad hoc committees
        b.   Curriculum Committee
        c.   Graduate Council
        d.   Graduate Curriculum Committee
        e.   Library Committee
        f.   Faculty Benefits Committee
        g.   University Review Committee

    2.   Ad Hoc Committees.
        a.   Dean Search Committee
        b.   UNIX-Machine Subcommittee of University Information Resource Council.

    3.   Other University Service
        a.   Attendance at Graduation
        b.   Attendance at Honors Day Convocation
        c.   United Way Representative
        d.   UNT Blood Drive
        e.   Chairing a University Committee (includes Faculty Senate chairs)

Section D.   Secondary or Additional Service; Professional and Community Service

    In each instance cited, the faculty member must document how the given activity benefits the University community and/or creates good will for the University.

    1.   Professional Service.
        a.   Elected Offices with Professional Organizations
        b.   Conference Administration (e.g., TexIS, ICIS, CIAI, DSI)
        c.   ACM or DPMA Curriculum Groups

    2.   Community Service Rendered in a Professional Capacity
        a.   Consulting
        b.   PDI
        c.   Expert witness

    3.   Service Awards
    Must originate outside the Department and be awarded during the three-year review period. Document with copy of award letter.
    Ex.   President's Council University Service Award

Section E.   ITDS Faculty Serving with ITDS, COB or University Centers

    1.   Faculty Serving as ITDS, COB or University Center Directors.(example)

C-DIT Director

The focus here is on service contributions primarily to ITDS, COB and UNT. Examples of such contributions are: membership services, frequency and type of meetings held, development and/or maintenance of corporate membership levels, development and maintenance of research facilities for use by faculty and doctoral students, training seminars sponsored and given, timely reporting of center activities to the faculty, and grants applied for or received in the name of the center (cite grants applied for or received as a faculty member under the teaching or scholarly categories, as appropriate).

2.   Faculty Serving ITDS, COB or University Centers in Other Administrative Capacities

PART V.   IMPLEMENTATION AND RECONCILING WITH THE UNIVERSITY B-5 FORM

The University and the COB Dean's Office requires that each department forward the Chair's recommendations regarding faculty on the B-5 Form, thereby requiring the chair and the PAC to quantify the classifications for reporting purposes. In order to accomplish this, a classification of excellent will be given a numerical range of 7 to10, a classification of very good will be given a numerical range of 5 to 6.9, a classification of good will be given a numerical range of 3 to 4.9, and a classification of unsatisfactory will be given a numerical range of 0 to 2.9.

The Chair and the PAC will attempt to reconcile any differences that may occur in their classification procedures. They do not have to be exactly the same but every attempt should be made to reconcile differences when possible. This numerical equivalent procedure will remain in force as long as the University and COB require numerical reporting on the B-5 form.

PART VI.   EVALUATING FACULTY HOLDING ADMINISTRATIVE APPOINTMENTS.

The faculty defines an "administrative faculty member" as a faculty member holding a COB or UNT administrative appointment consisting of a 50% or more managerial load, with the balance in teaching, and whose administrative performance is evaluated annually by the university agency granting the appointment. With respect to evaluating teaching and scholarly activities, all faculty are expected to be active in these areas irrespective of having any administrative duties.

The teaching workload of an administrative faculty member is reduced by the University Administration, to reflect the additional duties required of the faculty member holding an administrative appointment. Consistent with the reduced course workload the administrative faculty member will adhere to the same standards of performance as all other faculty members. Because an administrative faculty member is a 50% or less academic appointment they will be expected to perform at 50% of the stated levels in research..

Faculty with administrative duties at 50% or more of their total workload, such as the Department Chair or an Assistant or Associate Dean, are evaluated using 50% of the

criteria for the 3-year window of their elected workload option. If the percentage reduction for a given criterion results in more than a whole number (ex., 2.5), the quantity required will be rounded up if .5 or higher, or rounded down if less than .5. In no case will a given criterion fall below 1. (Approved at ITDS Faculty Meeting, 12/5/02)

In recognition of the administrative workload involved, the Department Vice Chair is evaluated using 66.67% of the criteria for the 3-year window of the elected workload option. If the percentage reduction for a given criterion results in more than a whole number (ex., 2.66), the quantity required will be rounded up if .5 or higher, or rounded down if less than .5. In no case will a given criterion fall below 1. (Approved at ITDS Faculty Meeting, 12/5/02)

PART VII.   EVALUATING NON-TENURED (PROBATIONARY) AND TENURE-TRACK FACULTY.

        The faculty believes it of paramount importance that all non-tenured faculty receive accurate, useful feedback each year to help them prepare better for the ultimate promotion and/or tenure decision.   PAC will evaluate them each year on the basis of their record of accomplishment in all three categories while at UNT (or at prior institutions) during the review period. The faculty encourages all non-tenured faculty to discuss with the Committee any issue related to performance or preparation for the promotion and/or tenure decision.

        Untenured faculty will normally receive the department average as a raise during their first three PAC evaluation periods. The exception will be if a second year or third year faculty member elects to be evaluated on a pro-rata basis. Second year faculty would have to have accumulated 3/6 of the required activities; third year faculty would have to have accumulated 5/6 of the required activities. First year faculty will only be given written comments concerning their progress. Second and third year faculty, not electing to be evaluated on a pro-rata basis, will receive both written comments and a statement from the PAC committee as to how they would have been evaluated if they had so chosen. This statement will be for information purposes only. In order to encourage untenured, tenure-track faculty to focus their efforts on teaching and research activities, all untenured faculty will use a reduced set of 'service activities.'

PART VIII.   EVALUATING FACULTY TEMPORARILY INCAPACITATED BY ILLNESS OR PREGNANCY.

        If PAC determines that a faculty member's illness or pregnancy has temporarily impacted his or her performance in one or more categories during all or part of the review period, PAC will adjust its evaluation accordingly. For the period of incapacity, PAC will classify non-tenured, probationary faculty no lower than average in the impacted categories. For tenured faculty, PAC will classify the individual no lower than their previous year's classification in all three categories.

PART IX.   ANNUAL FEEDBACK PROCESS.

        PAC will provide annually a written feedback report to each faculty member, offering both commendations and recommendations. Upon receipt of this report, each faculty member

may, if they wish, make an appointment to meet with the PAC Chair and the ITDS Chair to review the evaluation. The faculty member may attach to the evaluation a copy of any written response s/he wishes to make for the record. The ITDS Chair will place a one copy of the completed document in the faculty member's personnel file.

Historical perspective is essential for offering quality feedback useful to the faculty member and the ITDS chair. To provide this historical perspective, the PAC chair will place another copy of the annual written feedback report in a separate folder for future PACs to use when writing evaluations during the next two years. This folder will stay on file with the ITDS chair. Only when the PAC has finished with the faculty evaluations and begins to formulate the written feedback reports will the PAC have access to these prior reports. Once a given report becomes older than the current three-year review period, the PAC chair will discard it. PAC will not use this material during the actual evaluation process.

Each faculty member will be given a complete set of the classifications for every other faculty member in the department. These classifications will be identified by the individual PAC committee member making the classification. The intent is to provide fair, full, and complete feedback about the evaluation process.

PART X.   EVALUATION OF JOURNAL PUBLICATIONS.

Given the research and publication emphasis of the Department, College, and University, the annual merit evaluation process must weigh carefully faculty contributions in the area of publications. Department policy encourages quality work (i.e., articles published in the top journals in the faculty member's area). These concepts guide the ranking of journals by their perceived reputation for quality as well as by primary intended audience. Faculty members should focus their efforts on publishing in Class A and Class B journals, as publishing in these journals will be the primary basis for determining merit raises.

The faculty emphasizes the importance of publishing articles as opposed to other forms of contribution, such as periodic columns, notes or other brief comments, letters to the editor, reviews of a book, software, or conference, etc. It is the faculty member's responsibility to indicate clearly the type of each publication submitted for examination.

While the ITDS Department generally views publication as synonymous with the printing of the article in a journal a faculty member may elect in writing to count a letter of acceptance for one of the three years credit that the printed version of the article will receive. A letter of acceptance is defined as a final letter from the editor stating acceptance without reservation or suggested modifications. Also acceptable, if available, is a letter from the publisher or editor with a scheduled print date or a copy of the galley proofs. Furthermore, to avoid confusion in later years about the PAC credit received for an article; it is required that the faculty member make the election to count an acceptance in writing and attach this written request to their three year report for each and every year the article is included for consideration. While such written documentation is intended to assist PAC, it is ultimately the responsibility of each faculty member to ensure that they are credited with the article for only three years.

For the annual faculty evaluation, it is assumed that the place of publication reflects the quality of a given work. The PAC Committee must judge the overall quality of the faculty members research and publication activities.

The ITDS faculty ranks any new journal (i.e., a journal with less than a three-year record of publishing) one class lower than its characteristics might otherwise suggest. After the new journal has been in existence for three years, if its track record warrants promotion to the higher class, the faculty may change its rank according to the process detailed below.

In general, the ranking of a journal impacts the weight PAC gives to an article appearing in it. But there are two major exceptions. If the faculty promotes a journal to a higher class, any articles previously published in that journal will now receive the weight commensurate with the new rank. On the other hand, if the faculty demotes a journal, any prior articles appearing in it will retain the original weight associated with the previously higher class.

Section A.   Ranking Process for Journals.

The primary agency for ranking all journals is the ITDS tenure-track faculty, at a Departmental meeting. It is the responsibility of every faculty member who publishes in any journal not found on the Department journal list to provide documentation sufficient for classifying it. Interested faculty will give this material to the PAC Chair, who in turn will present all such requests to the faculty. PAC urges all faculty to commence this process as soon as possible, certainly no later than upon receipt of a notice of acceptance. This process also applies to anyone wishing to change the position of a journal already on the list.

Until the faculty rank a given journal, PAC will not evaluate that article. Each year, following the end of the merit evaluation process, PAC will distribute to each tenure-track faculty member an updated list of ranked journals. Over time the full faculty will need to make additional recommendations and participate in any reclassification of the journals. If a faculty member publishes in a journal ranked on another department's journal list, that journal automatically will receive the same ranking for ITDS faculty, subject to approval by the ITDS department's faculty.

Section B.   Specific Procedures for Class A and Class B

I.   The procedure for requesting that an article be included in the above journal categories is as follows:

   a.   Provide external rankings of the journal in question. An example would be to present articles in prestigious journals that show journal rankings, or present results of an ITDS departmental survey of 10 outside experts from Information Technology or Decision Science departments comparable to UNT's ITDS Department.

   b.   Provide two copies of the journal in question.

   c.   Provide the submission and review policy for the journal.

   d.   Provide the Cabell's listing if available.

e.   Provide the number of years in print and previous titles for the journal.

II.   It is understood that there are many other journals that are considered to be of quality, but that are not:

a.   Information Systems or Management Science based journals.

b.   Consistently listed as Information Systems or Management Science journals in external rankings.

No attempt will be made to list the hundreds of possible journals that an academic could publish in. The attempt is to list only those journals that the ITDS faculty would normally publish in. If a journal is not rated by ITDS but is rated A, B, or other by another COBA department, PAC will accept that department's journal classification.

Section C.   Specific Procedures for Class B Journals

I.   The procedure for requesting that a journal be included in the above category is as follows:

a.   Copies of several articles or several recent tables of contents.

b.   Provide the submission and review policy for the journal.

c.   Provide the Cabell's listing if available.

4.   Number of years in print.

Section D.   Summary of Procedures for Journal Rankings (from Sections B and C)

Materials Required	Journal Class		
	Class A	Class B	Other
External ranking	x		
Two copies of journal	x		
Copies of several articles or tables of contents		X	x
Submission & review policy	x	X	x
Cabell's listing (if available)	x	X	x
Number of years in print	x	X	

Previous titles	x	X	

Section E.   Classification Scheme and Definitions.

Class A: Distinguished (i.e., highly-respected) journals having a national or international audience and a reputation among the academic community for top-quality, typically using an outside blind peer review to evaluate submissions.

Class B: Journals or other serials having a national or international audience and a reputation among the academic community for high-quality and considered as a very good place to publish.

Other: National, international, or regional journals or serials targeting a professional audience.

If a journal is listed in Cabell's it is then by default accepted as *Other* without any extra documentation

One Class A may substitute for 2 Class Bs or 6 Others. One Class B may substitute for 3 Others. But the converse may not apply.

Papers presented at conferences related to a faculty member's discipline will receive the following weight equivalents with respect to established journal categories in effect at the time the paper was presented. Only 1 Other publication can be obtained from paper presentations in any 3 year window.
a) Research paper presented in a regular session at a national or international conference:
              1 paper = 1 Other publication

b) Non-research paper presented in a regular session at a national or international conference:
              1 paper = .5   Other publication

c) Research paper presented in a regular session at a regional conference:
              1 paper = .5   Other publication

d) Paper presented at a conference:
              1 paper = .25 Other publication
Conference papers with an excess of three authors will receive half of the above credit per paper. NOTE: Research papers must provide some form of data analysis (or other forms of easily identifiable research rigor) and this evidence must appear in the published proceedings.

Section F.   Research Credit

Research credit is provided in the evaluation criteria for research grants (see definition in this document) but to receive such credit documentation about the funds and their use or intended use <u>must</u> be supplied.   Types of acceptable documentation include a letter from the grantor, copy of grant application, or copies of the work that resulted from the grant. The documentation on the intended use of the grant shall determine the appropriateness of classifying the grant in the research category. This documentation is necessary for PAC to make a recommendation to the faculty for their vote at a called meeting. In providing credit for grants it is the intent of the ITDS department to stimulate research funds and support for the faculty and its graduate students and it is in this spirit that such credit is given. PAC expects that faculty make every effort to use the resources that they obtain to achieve a quality journal publication.

The journal-equivalency incentives to generate research grant money are: $50K = 1 Other per year, $100K = 1 Class B per year, and $250K = 1 Class A per year Generating money without publishing will not be enough with the minimum publication requirements of *one Class B* journal article in the 3 year window to be rated EXCELLENT in Option 1-BALANCED, or *two Class B* journal articles in the 3-year window to be rated EXCELLENT in Option 3-RESEARCH.

PART XI.   CONSOLIDATED LIST OF PAC DEFINITIONS.

Academic (Journal) -- a publication having as its primary readership college and university faculty, as well as industry researchers.

Academic Year -- from the first class day of the fall semester until the first class day of the next fall semester. Also called a "school year."

Administrative faculty member -- a faculty member holding a COB or UNT administrative appointment consisting of a two-thirds managerial load and a one-third teaching load and whose administrative performance is evaluated annually by the university agency granting the appointment.

Article -- a work in the faculty member's discipline which appears by its title in the table of contents of a journal. Articles are typically not letters, departments, book reviews, etc.

Grant or Donation -- an award of money, hardware, software, or teaching supplies made to one or more ITDS faculty members, or to the Department as a whole, for use by Departmental or COB students and faculty, or by the University. To count for merit evaluation, the award must be documented in writing on official letterhead by the grantor or donor as to its nature and intended use(s).

Journal -- a specialized, periodic publication having an ISSN (International Standard Serial Number).

Major Course Revision or Innovation -- significant alteration to the content of more than a third of a given course, measured by the number of class hours involved.

Minor Course Revision or Innovation -- changes impacting less than one-third of a course, measured by the number of class hours involved.

New Course Development -- subject matter not previously taught at a given level within the curriculum.

New Course Preparation -- a given faculty member has not taught this course in the past.

New Journal -- a journal with less than a three-year record of publishing.

Other (Journal) -- a publication not meeting the criteria for either academic or practitioner status.

Practitioner (Journal) -- a publication having as its primary readership business and/or industry managers and/or employees (but not industry researchers).

Proceeding -- a paper presentation that appears in a bound volume, published book, special journal issue, microform, magnetic, electronic, or optical storage format. An abstract counts as a proceeding only if the editorial policy of the organization publishing the proceedings volume limits contributions to abstracts. Any other aggregation of papers (e.g., in an official conference binder) is not a proceeding.

Publication -- published material. Any written work which is "forthcoming," "in press," "accepted for publication," etc., is not yet a publication; it is still work in progress.

Research -- activity typically leading to publication in an academic journal: the activity must contribute to the theoretical knowledge of the field or enhance the methodological approaches used in the field.

Scholarly Book -- a work having an assigned ISBN (International Standard Book Number) and specifically written to make an original contribution to, or enhancement of, knowledge in the field; the intended audience is academic peers.

Textbook -- a work having an assigned ISBN (International Standard Book Number) and specifically written to support classroom or practitioner activity. Casebooks, Workbooks, Instructor's Guides, and other supplementary material are not textbooks (even though some may have ISBNs).

Three-Year Review Period -- three calendar years (e.g., 2001, 2002, 2003).

Work-In-Progress -- any scholastic activity of a research nature which has not yet generated a publication describing its final results and conclusions.

PART XII.   DOCUMENTATION AND OTHER PROCEDURES

As noted earlier, each faculty member is responsible for documenting his/her performance in a complete and correct manner using the guidelines or requirements stated above. Moreover, in the interest of considerateness and collegiality, the ITDS faculty requires its members to submit their 3-yr binders and ALL supporting materials to date to PAC on or before the first Monday of December of each year. Any updates to these materials must be made by the Friday of the first week of classes in the spring semester. Failure to comply will result in PAC evaluating the delinquent faculty member's performance for only the first two years of the 3-year review period. The faculty member also forfeits the right to update his/her binder.

The members of PAC also have an obligation to provide clear, correct, comprehensive, and helpful feedback to every ITDS professor. It is **extremely** important that PAC feedback be evaluative with suggestions for improvement and not be just praiseworthy. PAC feedback should provide an overall summary of PAC's expectations for the faculty member and how well the faculty member is meeting those expectations. Written PAC feedback must include the following:

1. PAC feedback must clearly indicate:
    a. The years in the evaluation period
    b. The date the feedback document

2. PAC feedback must address teaching, research and service.

    a. Teaching section must / should address:
        1. Student evaluations of teaching (required)
        2. Peer evaluations of teaching (required)
        3. Teaching innovations
        4. Teaching awards
        5. Teaching related grants
        6. Teaching related publications
        7. Independent study or special topics courses taught

    b. Research section must / should address:
        1. Publications in the window of evaluation period (required)
        2. External research grant activity
        3. Internal research grant activity
        4. Development and advancement of a coherent research stream (required for all tenure track faculty not at the rank of Professor)
        5. Manuscripts under review (required)
        6. Work in progress

    c. Service section should address:
        1. Service to the department
        2. Service to the college
        3. Service to the university
        4. Service to the profession
    Presence of Faculty at PAC Discussions of His/Her Evaluation. No faculty member – including faculty serving on PAC -- may be present when PAC discusses

his/her performance record unless specifically asked by PAC to be present. No faculty member serving on PAC can vote for him/herself.

Presence of the Chair at PAC Discussions. The ITDS Chair will not attend PAC meetings unless invited by PAC. The Chair may submit documentation about ITDS faculty to PAC at any time.

Charges from the Chair. PAC must complete during the regular school year any charges given to it by the Chair, unless the Chair submits a charge within the last 6 weeks of the spring semester.